

A-12024/2/2021-Recruitment Section
Government of India
Directorate General of Civil Aviation
Recruitment Section

Opp. Safdarjung Airport,
Aurobindo Marg, New Delhi-110 003
Dated: 23rd December, 2022

Vacancy Circular

Subject:- Engagement of Two (02) Consultants, on contract basis, against the vacancies of Senior System Analyst (SSA) for Information Technology (IT) Division of Directorate General of Civil Aviation (DGCA), New Delhi -regarding.

Applications are invited from Indian nationals in the prescribed proforma for engagement of Consultants, **on contract basis**, against vacancies of Senior System Analyst for IT Division of **DGCA initially for a period of one year** or till the regular incumbent (s) join (s) or till the Consultants attain the age of 65 years or till consultants remains eligible for the said engagement or until further orders, whichever is earlier.

2. The fixed monthly remuneration for the said Consultants is Rs.55,000/- (Rupees Fifty Five Thousand only). For retired Government Servants monthly remuneration will be calculated as an amount equal to last basic pay drawn (at the time of retirement) minus basic pension (before commutation) or Rs.55,000/- (Rupees Fifty Five Thousand only), whichever is less. The details of eligibility requirements, job profile for engagement of Consultants are available at **Annexure-A**.

3. The applications in the prescribed proforma neatly typed on white paper in double space and typed on only one side of paper from the eligible and interested candidates should reach Room No. A- 29, Recruitment Section, DGCA along-with NO OBJECTION CERTIFICATE from the present employer, if any, **latest by 6th January, 2023 (Friday) (1500 Hours)**. Applications not conforming to prescribed format will not be entertained.

4. Further, only hard signed copies of applications along with the required documents will be accepted. No applications sent through other modes like e-mail, e-office etc. will be entertained.

5. Self-attested and legible photo-copies of all the relevant documents supporting the candidate's eligibility in terms of the requirements for the said engagement are also required to be forwarded alongwith duly filled in application. Application without the supporting documents will not be considered.

6. The applicant should also provide the up-to-date photocopies of Annual Performance Appraisal Reports or Performance Reports, as the case may be, for the last five years. Further, she/he may ensure that the Integrity Certificate and a statement of major/minor penalty, imposed, if any, during the preceding five years be sent by the present employer (s), if applicable.

7. Applications received after the closing date or otherwise found incomplete will not be considered. Decision of DGCA shall be final.

8. Only those fulfilling the requirements will be shortlisted and called for documents verification and interview thereof. The selected candidates will be required to join at the place of posting within seven (07) days from the date of receipt of offer of engagement, failing which their selection/candidature shall be treated to be cancelled without any further communication and no extension shall be allowed.

9. Canvassing by candidates in any manner will invite disqualification of their candidature.

10. In case of non-joining of the selected candidate as Consultant (IT), on contract basis, she/he shall be debarred for a period of one year from the date of refusal or cancellation of her/his candidature, whichever is earlier, for applying as Consultant, on contract basis in DGCA.

11. Consultant's engagement will be as per Terms and Conditions enclosed at **Annexure-B**.

12. The upper age limit for applying for the said engagement shall be 64 years as on the date of issue of the said Vacancy Circular.


23/1/20

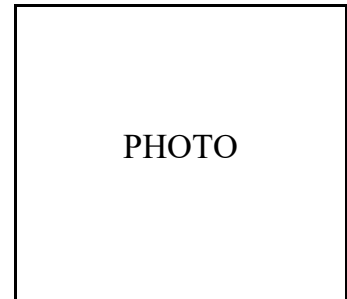
(Pavan Malviya)
Deputy Director

Post	Tentative Number of vacancies	Eligibility criteria
Consultant against the post of Senior System Analyst, on contractual basis.	Two (02)	<p>(A) Educational Qualification:</p> <p>(i) <u>B.Tech/B.E</u> in Computer Science/Information Technology/Computer Application from a recognized University/Institute.</p> <p style="text-align: center;">OR</p> <p>(ii) <u>MCA</u> from a recognized University/Institute with graduation in science (physics and math’s as subject) stream. Passed with at least 60% of marks.</p> <p>(B) Experience:-</p> <p>Applicants should have a minimum of 07 (seven) year’s experience in IT field with:-</p> <ul style="list-style-type: none">• at least 5 (five) year’s experience in Software Application Management and Development/ Software Management/ Website;• at least 1 (one) year experience in Project Management/e-Governance Project; and• at least one (01) year’s experience in preparation/evaluation of DPR, RFP, Bid Process Management and contract Compliance, having knowledge of Government procurement. <p>(C) Desirable Qualification:</p> <p>M. Tech in Computer Science/ Information Technology/Computer Application from a recognized University/Institute.</p>

Job Profile for Consultant (SSA)

- i. Developing Management procedures for IT services and monitoring the status in periodic manner with AMC provider and LAN/WAN Network.
- ii. Coordination and implementation of e-office in Government Organization.
- iii. Data digitization and document management.
- iv. Stack holder management/Vendor management.
- v. Contract Management.
- vi. Working experience in Government Regulation and processes.
- vii. Developing Management procedures for IT and VC infrastructure management for DGCA.
- viii. Developing Management procedures for monitoring of LAN/WAN Network at DGCA and coordinating with LAN/WAN Network service provider.
- ix. Developing Management procedures for Network/Desktop Security and its monitoring and coordinating with AMC service provider.
- x. Project status report as and when required for Ministry.
- xi. Experience and knowledge in Regulatory domain of Civil Aviation IT project Bid process management, requirement gathering.

Application for engagement of consultants against the posts of Senior System Analyst, on contractual basis, in Information Technology Division, Directorate General of Civil Aviation, New Delhi



Sl. No		
1.	Name (in Block letters)	
2.	Mother's name	
3.	Father's name	
4.	Permanent Address	
5.	Present Address	
6.	e-mail address	
7.	Telephone No. and Mobile No.	
8.	Date of birth: Age (as on date of issuance of Vacancy Circular)	
9.	Nationality	

10. Professional Qualification (in terms of Essential, experience & Desirable qualifications as required against the vacancy applied for)

(i) **Essential:-**

A. Educational Qualification (10th) onwards:-

Exam Passed	Board/University	Years of Passing	Subjects	% age of marks obtained.

B: Experience

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(i) **Desirable:-**

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11. Information about Present and past employment from/to (give address of employer):-	
a. Central Government	
b. State Government	
c. Union Territories	
d. Autonomous Organization	
e. Others	
12. Last pay drawn (please also indicate PPO No. and enclose copy of PPO, if applicable):	
13. Period within which, you can join:	
14. Additional information, if any, which you would like to mention in support of your suitability against the vacancy applied for. (Enclose a separate sheet, if the space is insufficient).	
15. Details of involvement (including any member(s) of family*) in Aviation Sector/Industry in any capacity:	
16. Have you ever been debarred by DGCA for engagement as Consultant in DGCA?	
17. Whether have ever been convicted or arrested, if so, give details:	
18. Whether any FIR, criminal case or any other court case is pending or under investigation:	

*Members of family include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage, whether they are dependent on Consultant or not.

DECLARATION

1. I, _____ CERTIFY THAT THE FOREGOING INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF AND NOTHING HAS BEEN CONCEALED/DISTORTED. IF AT ANY TIME I AM FOUND TO HAVE CONCEALED/DISTORTED ANY MATERIAL INFORMATION, MY CANDIDATURE/ENGAGEMENT SHALL BE LIABLE TO BE SUMMARILY TERMINATED WITHOUT NOTICE/COMPENSATION.
2. I also certify that I am meeting all the eligibility requirements as prescribed for in the Vacancy Circular for the said engagement.
3. I also hereby undertake that I am fully medically fit and keep myself fit to perform the duties and responsibilities attached to the post of Senior System Analyst.

Signature of the Candidate

Place:

Dated:

**A-12024/2/2021-Recruitment Section
Government of India
Ministry of Civil Aviation
Directorate General of Civil Aviation**

Opposite Safdarjung Airport,
Aurobindo Marg, New Delhi-110 003

Terms and Conditions for engagement of Consultants (IT), on contract basis, against the vacancies of Senior System Analyst, for IT Division, Directorate General of Civil Aviation (DGCA), Ministry of Civil Aviation, Government of India, New Delhi are as under:-

1.1 **Tenure:-** The tenure will be initially for a period of one year from the date of assumption of the charge or till the Consultant attains the age of 65 years or till the regular incumbent (s) join (s) or till consultant remain eligible for the said engagement or until further orders, whichever is earlier.

1.2 **Probation:-** On engagement, Consultant will be placed on job familiarization assignment and evaluation for a period of one month. During the period, the Consultant will have to meet and maintain the requisite skills, knowledge of the job assigned, medical fitness and in the event of failure, DGCA reserve the right to terminate the engagement summarily without any notice or compensation thereof in term of this engagement.

1.3 **Performance Report:-** During the period of engagement, there will be periodic Performance Assessment by the concerned Directorate/Division. The concerned Directorate/Division, one month before completion of every completed year of the Consultant (IT) will submit performance report of the concerned Consultant (IT) and its recommendations for further continuity of the contract or otherwise of the respective Consultant (IT) to Recruitment Section.

1.4 **Extension:-** On completion of the tenure of engagement on contractual basis, DGCA may consider the desirability of extending the same, on the basis of requirement and subject to performance report, assessment, recommendation of the concerned Directorate/Division and approval of the Competent Authority. In case no request for extension of tenure is received within the stipulated time period, the Consultant (IT) will be deemed relieved on expiry of her/his contract with DGCA. Further, completion of the engagement will not confer any right for further extension, regularization, seniority, permanency or any other benefit etc. as are applicable to the regular employees of DGCA. The total period of contract shall not exceed three years (including initial period of one year) from the date of charge assumption of the Consultant (IT).

1.5 **Termination:-**In general terms, the engagement may be terminated by the either side, by giving one month's notice or pay in lieu thereof. However, the DGCA reserves the right to reject the notice of termination of the Consultant (IT) in public interest or due to exigencies of work.

1.5.1 If the regular incumbent joins, the contract will be terminated and in that case no notice period is required to be given to the Consultant (IT) by the DGCA.

1.5.2 If the contract is terminated for established violation of any procedure or misconduct or any of the clauses of this contract, no notice period is required to be given to incumbent by the DGCA.

1.5.3 In the event of established ineligibility of the Consultant (IT), the contract will summarily be terminated without any notice period by the DGCA.

1.5.4 Engagement of Consultant (IT) in DGCA is subject to further verification of his/her Character & Antecedents from the concerned police authority. In case any adverse report(s) is reported by the concerned authority while verifying his/her character and antecedents or any false information is given by him/her in his/her attestation forms, the engagement shall be terminated forthwith. In that case, no notice period is required to be given to incumbent by the DGCA.

2. Remuneration:-

2.1 During the period of contract, Consultant (IT) shall be paid a fixed monthly remuneration of Rs.55,000/- (Rupees Fifty Five Thousand only) per month. As regards to remuneration of retired Government Servants engaged as Consultant will be regulated in terms of the provisions of Department of Expenditure's OM No. 3-25/2020-E-III. A dated 9th December, 2020 as may be amended from time to time. Accordingly, the monthly remuneration of the retired Government Servants engaged as Consultant will be equal to last pay drawn (at the time of retirement) minus basic pension or Rs. 55,000/- (Rupees Fifty Five Thousand Only), whichever is less.

2.2 The amount of remuneration so fixed shall remain unchanged during the terms of contract and consultant shall not make any request/representation in this regard.

2.3 In terms of DoE OM No. 3-25/2020-E-III.A dated 9th December, 2020, an appropriate and fixed amount as Transport Allowances for the purpose of commuting between the residence and the place of work shall be paid to the retired government servant engaged as Consultant not exceeding the rate applicable to the Consultant at the time of her/his retirement. The amount so fixed shall remain unchanged during the term of contract.

2.4 No increment/percentage increase, House Rent Allowance and Dearness Allowance shall be allowed during the contract period. However, retired government servant engaged as Consultant may be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

2.5 The remuneration will be regulated by the statutory and other guidelines, not already mentioned in this Terms and Conditions document, if so laid down by the Government for any fraction of a month, the Consultant will be paid on pro rata basis (number of days taking 30 days in a month).

2.6 In the event of completion of contract tenure or termination of the contract, apart from other demands as are due under this Terms & Conditions, the Consultant shall be

required to refund/return any dues or any item or equipment issued to him/her. In the event of any dispute, the decision of the DGCA shall be final and binding on Consultant.

2.7 The remuneration shall be paid by direct bank transfer or by any other means, as may be decided by the Government from time to time.

3. **DEDUCTIONS:-**

3.1 DGCA shall not be responsible for non-statutory deductions like insurance premium etc.

3.2 Taxes as levied by the Government shall be deducted at source from the remuneration due to Consultant.

4. **NATURE OF DUTIES:-**

4.1 The duties and responsibilities of Consultants (IT) will be as indicated in **Annexure 'A'** of the Vacancy Circular.

4.2 The controlling Division shall also assign any other duties and responsibilities in public interest and in exigencies of work.

5. **PLACE OF DUTY:-** The place of engagement shall be the Headquarters of the Directorate General of Civil Aviation (DGCA) or any of the Regional Offices of the DGCA with a liability to serve anywhere within India.

6. **WORKING HOURS:-**

6.1 Normal working Hours shall be in accordance with the orders of the Government of India on the subject from time to time. However, presently the DGCA observes five days week with office hours from 9:30 AM to 6:00 PM including 30 minutes lunch break from 01:30 PM to 02:00 PM.

6.2 In addition, the Consultant (IT) may be required to work on extended working hours (including weekends), if so required by the circumstances or exigencies of work, in public interest. For the extended hours of work, the Consultant shall not be entitled for any overtime allowance or any compensation for the same.

7. **LEAVE:-**

7.1 The Consultant will be entitled for twelve (12) days leave in a calendar year on pro rata basis of one day leave for work of each completed month. The Consultant shall not be entitled to any remunerations for the period of absence beyond 12 days in a calendar year calculated on pro rata basis. Any un-availed leave during a calendar year shall not be carried forward to next calendar year or qualify for encashment at the end of the calendar year or tenure, as the case may be.

7.2 Any absence from duty without intimation, without any valid reason or unauthorized absence for a period of more than fifteen days shall be treated as deemed termination of the contract without any notice invoking the penal clauses and Bond.

7.3 Station Leave Permission shall be mandatory before leaving the station, even on a holiday (including closed holiday(s) i.e. Saturday and Sunday also).

7.4 Leave cannot be claimed as a matter of right. In public interest or due to exigencies of work, leave can be refused or revoked by the authority competent to grant it.

7.5 A female Consultant (IT) engaged on contractual basis in DGCA will also be entitled for maternity leave, provided that she does not have two or more than two surviving children. This is further subject to the condition that she has actually worked in DGCA for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery.

- i. The maximum period of such leave will be twenty-six weeks of which not more than eight weeks shall precede the date of her expected delivery.
- ii. A woman Consultant (IT) who legally adopts a child below the age of three months or a commissioning mother (a biological mother who uses her egg to create an embryo implanted in any other woman) will be entitled to maternity leave for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be.
- iii. However, a woman Consultant (IT) will not be entitled for the said leave beyond her contract tenure, if not extended for any reasons.

8. **CONDUCT AND DISCIPLINE:-**

8.1 The Consultant shall maintain absolute integrity and devotion to duty at all times and shall not indulge in any activity which adversely affect the functioning of the DGCA or Government of India in any manner whatsoever. The Consultant shall maintain decent standard of conduct, good character, proper discipline and utmost gender sensitization, failing which, an appropriate action shall be taken as per extant guidelines/instructions.

8.2 Being on contract service of DGCA, the Consultant shall not participate directly or indirectly in any form or manner whatsoever, in trade union activities, which may render hindrance in or obstacles in discharging the assigned or violates any of the Government Acts, Rules or Regulations or Orders or Instructions etc., issued from time to time. He/She shall be liable for suitable action in case of violation.

8.3 During the period of engagement with DGCA, the Consultant shall work with integrity, loyalty and conscientiously in all respect at all times in public interest. Consultant shall not engage in any employment/engagement (part or full) elsewhere during the period of his/her engagement in DGCA.

9. **TRAINING:-** No training will be imparted to any of the Consultant, which may incur any financial liability on the Government exchequer.

10. **BOND:-** In the event of any financial irregularities or pecuniary loss to the Government exchequer due to any of the act of the Consultant (IT), the Consultant (IT) will have to bear the said losses in addition to other actions as per the extant provisions. The limitation period for raising such claim will be up-to four (04) years after relieving/termination of contract with DGCA.

11. **Liabilities and Responsibilities:-**

11.1 Consultant (IT) shall be responsible to intimate the details of members of her/his family (including spouse, son or daughter, parents, siblings or any person related to any of them by blood or marriage, whether they are dependent on them or not) working in aviation sector or industry, at the time of joining DGCA and before 31st day of January, every year.

11.2 Consultant (IT) shall be responsible to intimate the details of immovable property (in the prescribed Proforma) at the time of joining DGCA and before 31st day of January, every year.

11.3 Any violation of extant rules, regulations, instructions, directions, etc. or dereliction in duties during her/his tenure as Consultant (IT) in DGCA shall be considered as misconduct. In such events, the concerned Branch Officer shall report to Recruitment Section for appropriate action even if the misconduct is reported within four years from the termination of the Contract/relieving.

11.4 In addition to the above, in respect of retired Government employees engaged as Consultant (IT), she/he shall be covered under Rule 8 of CCS (Pension) Rules, 1972, which implies conditions for grant of pension and its continuation on future good conduct of the pensioner and action shall also be taken against her/him under the ibid Rule for any misconduct during her/his tenure in DGCA.

11.5 If such action is initiated during the contract period and if the Consultant is found guilty of any violation then the contract shall be terminated without any notice.

11.6 Consultant (IT) is also required to keep herself/himself medically fit to perform duties and responsibilities assigned to her/him.

12. **CONFLICT OF INTEREST:-**

12.1 A prior intimation and approval is required before the Consultant (IT) self and any member of her/his family* apply for admission/employment/engagement or apprenticeship, etc. whether paid or unpaid in aviation sector or industry etc.

[* "Members of family" in relation to a Consultant include the wife or husband, son or daughter, parents, brothers or sisters or any person related to any of them by blood or marriage , whether they are dependent on the Consultant (IT) or not].

12.2 Consultant (IT) shall not use her/his position or influence directly or indirectly to secure admission/employment/engagement for any member of family in any entity whether directly or indirectly related to Aviation Industry.

12.3 While discharging official duties in DGCA, she/he shall not deal with (for a period of one year in case she/he has not joined through proper channel) any matter whatsoever which is related to the entity (including any company or firm or airlines or industry or any person etc.), where she/he worked immediately prior to joining DGCA. Further, she/he shall also not deal with any matter whatsoever which is related to such entities in which member of her/his family are working or have any interest in any manner.

12.4 However, in exceptional case(s) where it is not possible to comply with the above clause, approval of such assignments should be obtained at one level higher.

12.5 In case of conflict of interest in any respect, the matter shall be brought to the notice of DGCA for such action as may be considered necessary by the Competent Authority.

13. **SECURITY CLAUSE:-** All official information, documents, material, records, drawing etc. whether in physical form or in electronic form shall be of proprietary ownership of the DGCA and the Consultant (IT) shall not disclose the same to any person or persons or firms etc. unless required to do so in due discharge of her/his official duties with prior permission/approval of Director General (Civil Aviation).

14. **GENERAL:-** The Consultant (IT) shall ensure that all the documentation, information and credentials presented to DGCA in support of his/her candidature for the engagement are authentic and in the event of the same being found false, fabricated or tampered with, DGCA reserves its right to summarily terminate the contract ex-parte and take appropriate action as per law.

15. **DEBARMENT:-** Consultant (IT) shall be debarred for a period of one year from applying for the engagement as Consultant in DGCA if she/he resigns from the said engagement before completion of her/his tenure.

16. **MODIFICATIONS OF THE CONTRACT:-**

16.1 These terms and conditions may be altered or modified by the DGCA with the approval of Ministry of Civil Aviation in public interest without any prior notice in accordance with the policy of the Government of India.

16.2 The Terms so modified shall become a part of the contract. 17. Notwithstanding any terms and conditions of engagement with DGCA, in the event of involvement in any kind of act which is detrimental to public safety and national security and in the event of arrest by police or any such authority for involvement in any offence, contractual engagement with DGCA shall stand deemed terminated irrespective of any provisions in the Terms and Conditions.

17.1 This contractual engagement is in the nature of consultancy and will not be governed under employer-employee relationship.

DECLARATION

I, _____ S/D/o _____ Resident
of _____ have
carefully read and understood the above terms and conditions. I accept the same and
shall abide by the same during my tenure as Consultant (IT), on contract basis, with the
DGCA.

(Signature)

Name:

Address:

Contact No.:

Witness:

1.

2.

Bond to be executed by the Consultant, DGCA

KNOW ALL MEN BY THESE PRESENTS THAT I,.....resident of..... at present engaged in the Directorate of General of Civil Aviation, Govt. of India, as a Consultant (IT), on contractual basis, in I. T. Division, Directorate General of Civil Aviation do hereby bind myself and my heirs, executors and administrators to pay to the Directorate General of Civil Aviation (DGCA) on demand and without demur the sum in terms of clause 10 of the Terms and Conditions together with interest thereon time being in force, the equivalent of the said amount from the date of due, with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

AND WHEREAS for the better protection of the interests of the DGCA, I have agreed to execute this bond with such condition as hereunder is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of any financial irregularities or pecuniary loss to the Government exchequer due to any of my acts, I shall have to bear the said losses in addition to other actions as per the extant provisions. The limitation period for raising such claim will be up-to four (04) years after relieving/termination of contract with DGCA.

Signed and dated this.....day oftwo thousand and twenty two.

Signed and delivered by Sh./Smt/Ms.....

(Signature)

Name:

In presence of:-

Witness (1)

Witness (2)

Signature:

Name:

Add:

Place: